

Records Management Officer, ORR

26 November 1956

TO: Chief, Cartography Division, ORR
Chief, Development and Construction Branch, D/GC/RR

Request for change in Records Control Schedule No. 22-55.

REFERENCE: Your memorandum dated 30 July 1956, SUBJECT: Records Control Schedule No. 22-55.

It is requested that the following changes be made in Records Control Schedule 22-55 of the Development and Construction Branch, D/GC/RR

1. Item #292
DRAFTING ASSIGNMENT DAILY CHART - delete complete item. New procedure adopted which eliminates need for this chart.
2. Item #298
REPRODUCTION REQUISITIONS - delete complete item. Apparently, this item has been mistakenly listed as applicable to GC/C Branch.

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Distribution:

Orig. & 1 - Re.Mem./RR
2 - D/GC/RR
1 - Ch/C/RR

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D/GC/RR [redacted] adja/3622

1st Indorsement

12 December 1956

TO: Chief, Records Management Staff

Recommend approval.

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